

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Chapter 5:</b> General Case Management	<b>Effective Date:</b> July 1, 2015
	<b>Section 7:</b> Child and Family Team Meetings	<b>Version:</b> 5

## **POLICY [REVISED]**

The Indiana Department of Child Services (DCS) will facilitate the Child and Family Team (CFT) Meeting process with every family/youth at critical junctures beginning in the assessment phase and continuing throughout the life of the case.

**[REVISED]** DCS will utilize CFT Meetings to create plans for assessment, safety, service delivery, and permanency. DCS will work with the family, youth and/or placement to form the most effective team to assist them with achieving their goals. Teams should always consist of at least one (1) or more formal or informal supports identified by the family. Efforts should always be made to meet the logistical needs of the family/youth, including the time and location of the CFT Meeting. DCS will continuously work toward the engagement of the family/youth in the CFT Meeting process throughout the life of the case.

**[NEW] Note:** Youth, age 14 and older, may select up to two (2) child representatives. The child representatives must be at least 18 years of age, members of the CFT, and may not be a foster parent or FCM. The youth may select one (1) of the child representatives to also be his or her adviser and advocate. Child representatives are subject to the approval of DCS, and they may be rejected if there is cause to believe that they would not act in the best interest of the child.

A CFT Meeting may fulfill the requirement to hold a Case Plan Conference if all required parties are present and a Case Plan Conference is due. If a family/youth chooses not to participate in the CFT Meeting process, a Case Plan Conference must be held to develop, update, or revise the [SF 2956 Case Plan](#). If the membership of the CFT does not include the resource parent or the Court Appointed Special Advocate (CASA)/Guardian ad Litem (GAL), who are mandatory parties for the development of the [SF 2956 Case Plan](#), a Case Plan Conference must be held in addition to the CFT Meeting to develop the [SF 2956 Case Plan](#). See separate policy, [5.8 Developing the Case Plan](#) for additional information.

**[NEW] Note:** Youth age 14 and older are required to participate in the development of the [SF 2956 Case Plan](#).

The Family Case Manager (FCM) will engage members of the CFT at critical junctures throughout the life of the case regarding the need for a CFT Meeting. Critical case junctures can include, but are not limited to:

1. Assessing the need for and/or preventing removals;
2. Development of the Case Plan;
3. Revising permanency plans prior to court;

4. Safety and service planning;
5. **[NEW]** Changing the Permanency plan to Another Planned, Permanent Living Arrangement (APPLA) for youth age 16 and older only;
6. Exploring or changing placement options;
7. Request of any team member including absent parents; and
8. Case closure.

#### Code References

1. [IC 31-34-15-5: Cooperation in Development of Case Plan](#)
2. [Preventing Sex Trafficking and Strengthening Families Act](#)
3. [IC 31-28-5.8-6 Updating Case Plan; Transitional Services Plan; Visitation with Family Case Manager](#)

### **PROCEDURE**

For cases where domestic violence has been identified, the FCM will:

1. Seek input from the FCM Supervisor to assess whether to involve the alleged domestic violence offender in the teaming process;
2. Assess whether holding a CFT meeting with both parents present can be accomplished safely. See Practice Guidance;
3. Consider other options for having the alleged domestic violence offender involved in the meeting without being physically present if there are safety concerns; and
4. Include a domestic violence advocate or another domestic violence service provider(s) in meetings, whenever possible.

**[REVISED] Note:** If a CFT Meeting is held with both the non-offending parent and the alleged domestic violence offender present, a plan should be created during the CFT preparation meeting to address safety before, during, and after the meeting. This may include, but is not limited to:

- a. Having the non-offending parent and alleged domestic violence offender arrive and leave the meeting at different times; and/or
- b. Having scheduled breaks throughout the meeting to evaluate the safety of all team members; etc. See [Tool 5.A: Domestic Violence and CFT Meeting Considerations](#).

**[REVISED]** The FCM will:

1. Utilize the initial preparation meeting to explain the CFT process to the parent(s), guardian, or custodian(s), youth (when appropriate), and other team members. Subsequent meetings in preparation for the CFTM are utilized to gather information relative to the team members' observations of the family's/youth's progress and to discuss any questions or concerns. All discussions held with team members are to be documented in MaGik;

**[NEW] Note:** Preparation with the parent/youth should be completed in person prior to and separate from the CFTM. Face to face contact is generally the best communication method for gathering and evaluating information. Consequently, it is beneficial to meet team members in person whenever possible

2. Utilize the [SF 54341 Authorization to Contact Child and Family Team Meeting \(CFTM\) Members](#) form to determine the list of members to be included in the CFT;

**[REVISED] Note:** The family/youth should select all CFT members, with the exception of DCS staff.

3. Encourage the parent, guardian, or custodian to include the relative or residential placement, foster parent and CASA or GAL as members of the CFT by explaining the benefits to case planning;
4. **[NEW]** Ensure youth age 14 and older have the opportunity to or are encouraged to select up to two (2) child representatives. The child representatives must be at least 18 years of age, members of the CFT, and may not be a foster parent or FCM. The youth may select one (1) of the child representatives to also be his or her adviser and advocate. See Practice Guidance;

**[NEW] Note:** Child representatives are subject to the approval of DCS, and they may be rejected if there is cause to believe that they would not act in the best interest of the child.

5. Send a [SF 54338 Confirmation Notice of a Child and Family Team Meeting](#) to all team members to notify them of an upcoming meeting;
6. Coordinate and implement the CFT Meetings following the [Family Team Meeting Agenda](#);
7. Ensure that all CFT members sign a [SF 54339 Child and Family Team Meeting \(CFTM\) Attendance and Confidentiality for Limited Use of Agreement for Access to Confidential Department of Child Services Client/Case Information](#) and that the family understands the limits of the confidentiality of team members;
8. Gather essential family and community connections to document in the GenoPro software;
9. Ensure that individualized plans based on the family/youth's personal goals are developed during the CFT Meeting to connect the family/youth with the appropriate services and resources;
10. **[REVISED]** Complete the [SF 54601 Child and Family Team Meeting Notes](#). The Family Story is not included in the notes. If a safety concern is raised during the Family Story regarding allegations of abuse and neglect, a 'Contact' titled "family story" must be entered in the Management Gateway for Indiana's Kids (MaGIK). The information about the safety concern must be entered and a safety response should be documented (e.g., a report was made to the Hotline regarding new allegations);

**[REVISED] Note:** All CFT Meeting notes must include a current plan for safety, which includes the youth's current level of safety in placement, visitation, school, age appropriate programs and/or extracurricular activities etc.

11. Ensure the CFT Meeting notes are distributed to all appropriate parties and entered in MaGIK within seven (7) calendar days of the CFT Meeting;

**Note:** Distribute CFT Meeting notes to the CASA/GAL if they were not included as part of the CFT. They do not need to request the notes, they must be sent automatically as they are a party to the case.

12. **[REVISED]** Complete a summary of all CFT Meeting notes including significant changes that occurred in the [Progress Report](#) to the court;
13. Contact the non-offending parent within 24 hours after the CFT Meeting, if domestic violence has been identified as a risk factor for the family/youth and both parents were present at the CFT Meeting; and

**Note:** This contact will allow the FCM to assess any impact the CFT Meeting may have had on the non-offending parent's and child(ren)'s safety. See [Tool 5.A: Child and Family Team Meeting Considerations](#) for more information.

14. **[REVISED]** Contact an FCM Supervisor, Peer Coach, or Peer Coach Consultant for assistance with all families who agree to have a CFT Meeting but cannot identify informal or formal supports to form a team. If formal or informal supports are unable to be identified, the reason for this lack of team formation must be staffed with the FCM's supervisor. In order to be considered a CFT there should be at least one (1) formal or informal supports identified by the family to participate in the CFT Meeting.

**[REVISED]** The FCM Supervisor will assist the FCM in creating a plan that addresses safety before, during, and after the CFT Meeting when a CFT Meeting is held with both the non-offending parent and alleged domestic violence offender present.

**Note:** For additional information regarding the role of the FCM Supervisor, see [Case Practice Reform Goals and Expectations for Supervisors](#) at the [Indiana Practice Model SharePoint](#).

## PRACTICE GUIDANCE

### Preparation Meeting

The preparation meeting is the critical first step in the CFT Meeting process to engage the family/youth and other team members by providing them with details about the CFT Meeting process. During this meeting, the FCM should obtain a list of potential team members and make a list of outcomes identified by the family/youth for a safe/sustainable permanency plan for the child(ren). Once potential team members have been identified, the facilitator will contact them to invite them to the meeting, prepare them for the CFT Meeting process, and discuss with them their role during the meeting. Preparation of team members is not a one-time event, but should happen consistently, throughout the life of the case or the family's involvement with DCS.

Preparation of team members facilitates active participation by helping them to:

1. Focus on functional strengths as well as underlying needs;
2. Understand the family/youth's identified outcomes;
3. **[NEW]** Report observations of the family/youth's progress and child safety;
4. Explore any potential conflicts and preparing ways to manage emotions positively; and
5. Determine how they can help meet the identified needs and identify what they can do to help contribute to accomplishing the family/youth's desired permanency outcome.

### **[NEW] CFT Meeting Process**

The CFT Meeting is a process and it should be based on the needs of the family/youth. The CFT Meeting is a shared decision-making and a strength-based approach to assist with the initial and ongoing assessments of children and their families. The CFT Meeting process includes gathering formal and informal supports to assist the family in achieving goals identified by the family. This process allows DCS to hear and understand the family's voice and to assist the family with building a support system that will remain in place after the DCS assessment or case has closed.

### **[NEW] Teaming with the Child/Youth and/or Placement**

It is important to remember that the composition of CFTs will vary depending on each case. FCMs may facilitate CFT Meetings with the youth and/or their caregiver or placement provider. Prior to teaming with the youth only, efforts should be made to team with the child's parent, guardian, or custodian. However, there may be reasons that support youth only CFT Meetings. For example, termination of parental rights has occurred for a parent of the youth or the discussion at a CFT Meeting may be detrimental to the youth. FCMs should seek supervisory input prior to proceeding with teaming with the youth only.

### **[NEW] Teaming with Youth age 14 and older**

All youth age 14 and older must have the opportunity to be present for and heard at a CFT Meeting or Case Plan Conference that will address or create the case plan for the youth. The youth should also have the opportunity to have two (2) child representatives added to the team with one (1) being the youth's advisor. The child representatives must be at least 18 years of age, members of the CFT, and may not be a foster parent or FCM. The youth may select one (1) of the child representatives to also be his or her adviser and advocate. The child representatives and advisor are subject to the approval of DCS, and they may be rejected if there is cause to believe that they would not act in the best interest of the child.

### **[NEW] Teaming with Older Youth (17.5 and Older)**

Older Youth CFTs can be composed of the youth, his/her service providers, DCS staff and informal supports, depending on the housing or placement status. These CFT Meetings are youth driven and youth focused in order to develop and adapt the case plan, address any issues that may arise in the life of the case, and discuss issues at critical case junctures. See separate policy, [11.6 Independent Living-Transition Plan](#) for additional information.

### **Domestic Violence and CFT Meetings**

Due to the extreme power and control that one partner typically exhibits in a relationship where domestic violence is present, it may be unsafe and/or unproductive to have both the non-offending parent and alleged domestic violence offender present at the same CFT Meeting.

Reasons why a joint meeting would be inappropriate include, but are not limited to:

1. The non-offending parent does not want a meeting because he or she feels that they or the youth would be in danger;
2. The non-offending parent does not want a meeting because he or she feels intimidated and is therefore unable to represent what he or she feels is in the youth's best interest;
3. The non-offending parent has secured a "no contact order" and the CFT Meeting would be a violation of the order;

**Note:** If it has been determined that is in the best interest of the family to convene a CFT Meeting, DCS may request the court to lift the “no contact order” during the time of the meeting.

4. **[REVISED]** The offending parent denies that DV is an issue or that DV has not occurred when evidence states otherwise (e.g., police reports, visible bruises, etc.);
5. The FCM believes the non-offending parent or the youth could be placed in danger if the meeting took place; or
6. The family of the non-offending parent or the alleged domestic violence offender either denies or enables the abuse.

**Note:** It may initially be inappropriate to have the non-offending parent and alleged domestic violence offender attend the same CFT Meeting. Prior to each meeting, DCS should evaluate the option of having the non-offending parent and alleged domestic violence offender attend the same CFT Meeting. Other options may be considered, such as a conference call with the offending parent. If there is a court order in place, permission can be sought from the court for the offending parent to be on the phone for a CFT Meeting. See [Tool 5.A: Domestic Violence and CFT Meeting Considerations](#) for more information.

### **[NEW] Informal Supports**

Informal supports refer to connections, such as family members, friends, or neighbors, in the home or in the community that may provide support, assistance, or care to the family/child and could serve in this capacity in a sustainable way once the DCS case is closed. Informal supports are generally unpaid supports, however if a situation arises regarding determining if a support is informal or formal it should be staffed with the FCM supervisor.

### **Building Informal Supports**

1. **Location:** Families may identify a potential informal support but are concerned they may not be able to be physically present at the CFT Meeting. We should encourage this person to participate via conference call or speakerphone. Efforts should be made to accommodate the best time and location for the family and the identified informal supports.
2. **Situation:** Families may not invite someone because they feel the person already has too much going on or they are too busy, or because they have a strained relationship. DCS should encourage them to invite these people regardless of what their schedule might be or what has occurred in the past.

### **Questions to Assist Family in Selection of Team Members:**

1. Who do you list as an emergency contact on the school paperwork for your children?
2. Who do you list as an emergency contact person for yourself?
3. Who would you trust to make decisions for you if you could not do this for yourself?
4. If you could not care for your child, who would you want to care for him/her?
5. Name the activities in which your children are involved. Who are the people at those activities who you find to be helpful? (Church, Missions, Sports, School, YMCA, Big Brothers/Sisters, Mentors, etc.)

### **Resolving Potential Differences (Addressing Potential Conflicts)**<sup>1</sup>

When potential differences arise while facilitating a CFT Meeting, the facilitator(s) should assess and decide if all family and team members should discuss the issue or differences. To make this decision some questions to consider are:

1. Does the issue or difference involve the whole team?
2. How might this issue or difference influence the development and implementation of the family's plan?
3. Does this issue or difference impact the ability of the team or family to ensure safety, well-being, and permanency for the child?

The goals and requests of the parent(s) must never come before ensuring the safety of the youth.

For additional practice support, see [Indiana Practice Model SharePoint](#).

#### **FORMS AND TOOLS**

1. [SF 54338 Confirmation Notice of a Child and Family Team Meeting](#)
2. [SF 54341 Authorization to Contact Child and Family Team Meeting \(CFTM\) Members](#)
3. [SF 54339 Child and Family Team Meeting \(CFTM\) Attendance and Confidentiality for Limited Use of Agreement for Access to Confidential Department of Child Services Client/Case Information](#)
4. [Family Team Meeting Agenda](#)
5. CFT meeting Debrief Forms – Available on [Indiana Practice Model SharePoint](#)
6. [SF 54601 Child and Family Team Meeting Notes](#)
7. [Tool 5.A: Domestic Violence and CFT Meeting Considerations](#)
8. [SF 2956 Case Plan](#)
9. [GenoPro Software](#)
10. [Family Network Diagram Guide](#)
11. [Progress Report](#)

#### **RELATED INFORMATION**

N/A

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<sup>1</sup> The Child Welfare Policy & Practice Group, *Engagement and Facilitating the Child and Family Team Meetings*